



New Jersey Department of Environmental Protection
ANTICIPATED NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: SRWMP21-04 – AMENDED*

☐ () DIVISION/PROGRAM ☐ () DEPARTMENT ☒ (X) STATEWIDE ☐ () NATIONWIDE

TITLE: Manager 4, Environmental Protection, Administrative/Management

SALARY: (&32) \$92,367.90 - \$132,015.51*

OPENING DATE: October 26, 2021

CLOSING DATE: November 10, 2021

EXISTING VACANCIES: One (1)

WORKWEEK: NL (35-Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Site Remediation and Waste Management Program
Division of Enforcement, Technical & Financial Support
Bureau of Fiscal Support & Contract Administration
401 East State Street, 6th Floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to permanent employees in a competitive title who meet the requirements below.

DESCRIPTION: Under the direction of a supervisory official in the Department of Environmental Protection, plans, coordinates and directs the programs and staff in a divisional bureau performing complex engineering, administrative/management, fiscal, environmental, or scientific activities relative to the areas of environmental management; identifies, analyzes and resolves specific technical and administrative issues relative to the work activities of the bureau; may directly supervise section chief positions; does related work as required.

SPECIFIC TO THE POSITION: This position manages the Bureau of Financial Services & Contract Administration. This Bureau oversees mission critical functions that require a strong comprehension of the innerworkings and interrelationships of said functions. The successful applicant will have a broad knowledge of the budget process, statewide term contracts, procurement, and billing/collections. In addition, the recovery of public funds expended through various legal and administrative means is a key function. This position manages budgets for numerous sub-agencies within the Program, as well as other fiscal and administrative services for Site Remediation and Waste Management. This position is vital to the program as the monies collected through billing and cost recovery directly fund a large portion of program activities.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

EXPERIENCE: Five (5) years of experience in work involving the application of established administrative/managerial policies and procedures, three (3) years of which shall have been in a supervisory capacity. **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. A Master's degree in a discipline appropriate to the position may be substituted for one (1) year of experience as indicated. A Doctorate degree in a discipline appropriate to the position may be substituted for two (2) years of experience as indicated. (This is inclusive of the Master's degree and not in addition to).

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Sarah Barrett
E-mail Address: SRWMP.Resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer